

**PROCUREMENT OFFICE**

**Division of Finance**

**Community, Municipal Services/Education**

1 Franklin Street, Suite 345, Hampton, VA 23669-3570

Phone: (757) 727-2200 Fax: (757) 727-2207

May 27, 2003

Re: **R.F.B. 301986-C**

Gentlemen/Ladies:

The Director of Finance or his designated representative, on behalf of **City of Hampton** will accept written responses in the Procurement Office, One Franklin Street, Suite 345, Hampton, Va., 23669-3570 until **10:00 A.M.**, local time, **Wednesday, June 11, 2003** at which time they will be opened and read aloud for the following.

Photographic Supplies and Accessories for the Hampton Police Division

Legal requirements mandate that responses to this solicitation be submitted sealed. Therefore **FAX** responses shall not be accepted.

Any previous submittals, offers, price given, either orally or written, can not be accepted as a response to this formal solicitation. To insure fair and equal consideration of your response, if you wish to compete, please reply to this request.

All forms relating to this solicitation are attached.

**Two (2) copies of all response materials are required when responding to the solicitation.**

**NOTE:** All questions regarding the solicitation shall be in writing using the pre-bid question form and must be in the Procurement Office by no later than 4:00 p.m. Thursday June 5 2003. Copies of all questions and their answers will be distributed to those on the plan holder's list for this bid. Questions may be faxed to (757) 727-2207; however, it shall be the responsibility of the sender to verify receipt of all transmissions. The City of Hampton shall not be responsible for missed transmissions.

Final addendum and answers to pre-bid questions must be picked up from the Procurement Office June 6, 2003 between 9:00 a.m. and 4:00 p.m. **Addenda will not be faxed, call prior to coming for availability. It shall be the responsibility of prospective bidders/offerors to verify prior to turning in a response, if an addendum was issued.**

**The absence of required submittals will result in a non-responsive offer.**

It shall be the sole responsibility of the offer to provide adequate information to be used in the evaluation process. The City will not accept additional submittals after opening date.

Public announcement of the decision to award this contract shall be issued in written form distributed to all responsive participants via facsimile transmission, shall be available for inspection from the date of public announcement.

It is the policy of the City of Hampton, Virginia to facilitate the establishment, preservation, and strengthening of small businesses and business's owned by women and minorities and to encourage their participation in the cities procurement activities. Toward that end, the City of Hampton, Virginia encourages these firms to compete and encourages non-minority firms to provide for the participation of small businesses and businesses owned by women and minorities through partnerships joint ventures, sub-contracts, and other contractual opportunities.

During the performance of this contract, the contractor agrees as follows: (i) The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting for the provisions of this nondiscrimination clause. (ii) The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer. (iii) Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section. (iv) The contractor will include the provisions of i, ii, and iii in every subcontract or purchase order of over \$10,000.00, so that the provisions will be binding upon each subcontractor or vendor.

During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the forgoing clauses in every subcontract or purchase order of over \$10,000.00, so that the provisions will be binding upon each subcontractor or vendor.

In accordance with the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, P.L. 104-193, it is the policy of the City of Hampton, Virginia not to discriminate against faith-based organizations.

A withdrawal of bid due to the error shall be in accordance with Section 2.2-4330 of the Code of Virginia.

The **City of Hampton** reserves the right to reject any and all responses, to make awards in whole or in part, and to waive any informalities in submittals.

Yours Truly,

FOR CITY OF HAMPTON, VA

*C. Potter*

Carla L. Potter, Buyer